

J O B O P P O R T U N I T Y

California Department of Veterans Affairs
"Honoring California's Veterans"

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION: **Staff Services Manager I (4800)**
Full-time, Permanent
\$4912-\$5926 per month

LOCATION: **Human Resources**

FINAL FILE: **June 25, 2007**

NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment

DUTIES & RESPONSIBILITIES:

The predominant duties for this position include, but are not limited to:

- ✓ Consults with management, advises, makes recommendations on various Personnel Management policy, procedures and laws and rules.
- ✓ Participates in decision making structure of the facility representing Human Resources.
- ✓ Confers with Labor Relations and Management staff on employee grievances; investigates and makes recommendations on proposed adverse actions and rejection on Probation.
- ✓ Represents the Veterans Home at various conferences and meetings.
- ✓ Directs the Human Resources staff at the Veterans Home.
- ✓ Works closely with Department Headquarters staff and various control agencies.
- ✓ Other duties as related.

WHO MAY APPLY:

Applications will be accepted from individuals with permanent State Service in the class of Staff Services Manager I, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

HOW TO APPLY: Applications may be downloaded from the CDVA website at www.cdva.ca.gov or the State Personnel website at www.spb.ca.gov. Candidates should submit a State Application (Std. 678) and resume to:

DEPARTMENT OF VETERANS AFFAIRS
HUMAN RESOURCES
ATTN: DANETTE BAKER, CHIEF OF HUMAN RESOURCES
1227 "O" STREET, RM. 402
SACRAMENTO, CA 95814

INQUIRIES:
VOICE: (916) 653-2535
TDD: (916) 653-1966
www.cdva.ca.gov

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